

State of Alaska FY2008 Governor's Operating Budget

Department of Transportation/Public Facilities Northern Region Support Services Component Budget Summary

Component: Northern Region Support Services

Contribution to Department's Mission

Provide administrative infrastructure and policy guidance at the regional level.

Core Services

Regional Support Services provides administrative support and budget coordination to all operating divisions of Northern Region, with additional support to regional staff of headquarters and statewide divisions and the Fairbanks International Airport.

The Regional Director's office provides management oversight of all functions of the organization and acts as liaison between divisions and between the department and other agencies and the public.

The procurement office is responsible for the purchase and delivery of supplies, equipment and services as well as property control.

FY2008 Resources Allocated to Achieve Results

FY2008 Component Budget: \$1,427,500	Personnel:	
	Full time	15
	Part time	3
	Total	18

Key Component Challenges

Streamlining the department's procurement process is essential so that goods and services continue to be provided efficiently and according to all state, federal and local guidelines. Through the use of the department's automated procurement system, BuySpeed, we are able to improve information gathering and dissemination processes to enhance our efficiency. The department is implementing a new BuySpeed System module to allow end users to submit purchase requests through a web-requisitioning program. The program will allow requestors and vendors access to the On-Line Buyspeed program. This efficiency improvement is being led by the Regional Procurement Officers and will be completed in late January 2007.

FY04 implementation of the Information Technology Standards continues to impact the workload for the procurement section and has slowed the process of requests. Each computer related item must be forwarded to Juneau for approval. Some of these requests require waivers to be processed and reviewed by the Technology Management Committee. The turn around time for these requests takes 2 to 15 days.

Responsibility for establishing the Rural Airport Maintenance Contracts was transferred from Facilities Maintenance and Operations to the Northern Region Procurement Office. This included the responsibility for administering construction related crushing contracts. There are approximately 86 of these contracts. In FY06 there were 19 construction crushing contracts established with a total dollar value of \$8,177,249.50 by the Northern Region Procurement Office. These contracts have had a major impact on the section and duties are being evaluated with training on establishing construction contracts.

The Regional Director's Office is seeing a significant impact from direct participation in Gas Pipeline needs and highway use negotiation.

Significant Changes in Results to be Delivered in FY2008

No significant change anticipated.

Major Component Accomplishments in 2006

Training continues to be provided to Department of Transportation & Public Facilities (DOT&PF) employees at least twice a year on property management and procurement processes. This training continues to increase efficiency and improves techniques of the requesting process by the customers of the procurement section.

The procurement section established annual (15 - 25 year) construction contracts for the Maintenance and Operations sections. These contracts, which are mainly used during the peak season has improved performance and has effectively controlled administrative costs. Some of the newly established contracts are equipment rentals, crushing contracts, solid waste disposals and hazardous materials disposals.

Two positions in procurement hold a Level 6 Construction Contracting Warrant Certification along with proper delegation by the Regional Director. Two other positions hold a Level 5 Construction Contracting Warrant Certification with three positions holding provisional certificates.

Mandated training requirements by the Department of Administration for small procurement related transactions were fulfilled by all the regional procurement staff except for one new employee. The remaining classes are anticipated to be fulfilled sometime in 2007. Each staff member holds level rated (Level I, Level II or a Level III) Procurement Officer Certifications with one employee holding provisional certificates.

Statutory and Regulatory Authority

AS 35 Public Building, Works, and Improvements

AS 36 Public Contracts

AS 39 Public Office & Employment

AAC Title 17

AAC Title 12

Contact Information

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Northern Region Support Services Component Financial Summary

All dollars shown in thousands

	FY2006 Actuals	FY2007 Management Plan	FY2008 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	999.8	1,163.6	1,320.9
72000 Travel	13.9	7.6	7.6
73000 Services	71.3	79.3	79.3
74000 Commodities	45.4	19.7	19.7
75000 Capital Outlay	0.0	0.0	0.0
77000 Grants, Benefits	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,130.4	1,270.2	1,427.5
Funding Sources:			
1004 General Fund Receipts	654.9	684.6	819.7
1026 Highways/Equipment Working Capital Fund	168.9	179.5	179.5
1027 International Airport Revenue Fund	109.1	116.0	131.5
1061 Capital Improvement Project Receipts	197.5	290.1	296.8
Funding Totals	1,130.4	1,270.2	1,427.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2006 Actuals	FY2007 Management Plan	FY2008 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Capital Improvement Project Receipts	51200	197.5	290.1	296.8
Restricted Total		197.5	290.1	296.8
Total Estimated Revenues		197.5	290.1	296.8

**Summary of Component Budget Changes
From FY2007 Management Plan to FY2008 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2007 Management Plan	684.6	0.0	585.6	1,270.2
Adjustments which will continue current level of service:				
-FY 08 Health Insurance Increases for Exempt Employees	0.1	0.0	0.0	0.1
-Fund Source Adjustment for Retirement Systems Increases	56.6	0.0	-56.6	0.0
Proposed budget increases:				
-FY 08 Retirement Systems Rate Increases	78.4	0.0	78.8	157.2
FY2008 Governor	819.7	0.0	607.8	1,427.5

Northern Region Support Services Personal Services Information

Authorized Positions			Personal Services Costs	
	<u>FY2007</u> <u>Management</u> <u>Plan</u>	<u>FY2008</u> <u>Governor</u>		
Full-time	15	15	Annual Salaries	747,678
Part-time	3	3	Premium Pay	14,486
Nonpermanent	0	0	Annual Benefits	611,939
			<i>Less 3.87% Vacancy Factor</i>	(53,203)
			Lump Sum Premium Pay	0
Totals	18	18	Total Personal Services	1,320,900

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk III	0	1	0	0	1
Administrative Manager I	0	1	0	0	1
Asst Commissioner	0	1	0	0	1
Procurement Spec I	0	2	0	0	2
Procurement Spec II	0	1	0	0	1
Procurement Spec III	0	1	0	0	1
Program Budget Analyst III	0	1	0	0	1
Secretary	0	1	0	0	1
Stock & Parts Svcs Journey I	0	1	0	0	1
Stock & Parts Svcs Lead	0	0	0	2	2
Stock & Parts Svcs Sub Journey	0	2	0	2	4
Supply Technician II	0	2	0	0	2
Totals	0	14	0	4	18